

COUNTY OF SAN DIEGO CONSULTANT LIST APPLICATION REQUIREMENTS – CONSULTANT LIST RENEWAL

Consultant lists are reestablished every four years, at a minimum. The purpose of consultant list reestablishment is to ensure that the consultant lists remain current and to allow periodic review of consultant performance. When the consultant list is reestablished, each listed consultant must submit a renewal application to apply for continued placement on the list. County staff will provide written notice to listed consultants when application renewal is required. Consultants who were placed on a list within six months prior to the reestablishment date will not be required to submit a renewal application. Refer to the table below for the consultant list reestablishment schedule.

Consultant List Renewal Applications shall contain:

- Three (3) copies of the [Statement of Qualifications – Application Renewal Form](#)
- Three (3) CDs containing a minimum of three of the samples of work listed in section 6 of the Statement of Qualifications – Open Enrollment Form. The samples of work must be relevant to the subject area and have been prepared by the Consultant within the last five years. The Consultant must have been the primary author of the majority of document.
- References from two lead agency staff persons related to the most recent EIRs or technical studies listed in the SOQ Form (to be submitted directly from the reviewer).
- The Consultant List Application Fee in the form of a check in the amount of \$420 made payable to the County of San Diego.

Please do not submit additional information other than the items listed above as they will not be considered. Applications that do not include the items listed above or provide incomplete information will not be considered.

Prior to completing a consultant application, be sure to review the [minimum qualifications](#) for the relevant subject area. Consultants that do not meet the minimum qualifications for the relevant subject area will not be considered.

Submit all required items at the DPLU Zoning Counter at 5201 Ruffin Road, Suite B or via U.S. Mail to:

Attn: Donna Beddow (re: CEQA Consultants List)
County of San Diego
Department of Planning and Land Use
5201 Ruffin Road, Suite B
San Diego, CA 92123

Please address your submittal, and direct any inquiries about this process to Donna Beddow of the Department of Planning and Land Use at (858) 694-3656 or via email at Donna Beddow@sdcountry.ca.gov.

This solicitation is not a binding commitment by the County.

Schedule for the Reestablishment of the CEQA Consultant List

Subject Area	Original Establishment Date	Consultant Lists scheduled to be reestablished*		
Archaeological Resources	September 2006	2010	2014	2018
Biological Resources	September 2006	2010	2014	2018
EIR Preparer	September 2006	2010	2014	2018
Historic Resources	September 2006	2010	2014	2018
Transportation and Traffic	September 2006	2010	2014	2018
Agricultural Resources	March 2007	2011	2015	2019
Air Quality	March 2007	2011	2015	2019
Groundwater	March 2007	2011	2015	2019
Fire Protection Planning	March 2007	2011	2015	2019
Noise	March 2007	2011	2015	2019
Mineral Resources	August 2007	2011	2015	2019
Revegetation Planning	August 2007	2011	2015	2019
Visual Analysis	August 2007	2011	2015	2019

* Requires that consultants on the list submit a renewal application except that consultants who were added to a list within the 6 months prior to reestablishment will not be required to submit a renewal application